

Church Project Manager

Call ID: NAD--000405-2025

Where: Northern Kentucky, United States

When: Jan 12 - Dec 7, 2025

Summary

Dear Prospective Candidates,

We are excited to announce that our church is seeking for passionate and dedicated individuals to join our church team as Project Managers. We are looking for individuals with strong church-work skills and a commitment to excellence in ministry.

Our ministry in Northern Kentucky is growing rapidly. The success of our efforts will depend largely at this critical juncture on expanding our leadership team. Our vision is BIG! We are seeking to revitalize both churches, purchase a building, and jump start a field school that will teach participants skills in church planting, discipleship, non-profit leadership, and public evangelism.

Position Overview:

The Project Manager(s) will work closely with the Senior Pastor and church leadership to support our mission of growth and outreach. This role involves church revitalization/planting strategy and implementation, and leadership in various ministries and planning committees. Candidates should be dynamic, innovative, and committed to expanding the reach and impact of Christ in Kentucky.

Destination

Northern Kentucky United States

Term

Long-Term, - months, Jan 12 - Dec 7, 2025

Position

Type: Church Planting / Bible Work, Total People Required: 1, Target Age: Any

Finances

Cost: \$0.00, Monthly Living Allowance: \$500.00, Local Currency: USD, Finance Type: Supported

Lodging & Food

Provided. Host pastor and family will accommodate housing and food.

Restrictions: Not Specified

Gender Lodging: Either

Marital Status Lodging: Single

Child Accommodations: Not Specified

Health Notes

Not Specified

Dress

Acceptable:

Unacceptable:

Duties

- Manage projects related to church growth, discipleship, fundraising, and community engagement.
 - Preach occasionally – 1 time monthly.
 - Conduct Bible studies.
 - Engage in member visitation and provide transportation support as needed.
 - Organize and communicate programs for church meetings (Prayer meeting & Sabbath schedules)
 - Chair committees and attend board meetings.
 - Assist in design of field school.
 - Network with community organizations and create collaborative opportunities.
 - Support and enhance Capital Campaign for acquiring church/school building.
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Experience

We are looking for candidates with a variety of skills, including but not limited to:

- Experience with fundraising and capital campaigns.
- Musical talent and an ability to lead or support worship.
- Proficiency in Microsoft Office and Google Docs.
- Experience in Bible work and leading small groups.
- Excellent organizational and event planning skills.
- Proven experience in discipleship and volunteer management.
- Basic social media management skills, including Facebook Ads.
- Project management and leadership development.
- High energy, extroverted personality, with a “go-getter” attitude.
- Ability to work effectively as part of a team, with humility and a servant’s heart.
- Flexibility, balance, and a desire to implement innovative ideas.
- Clear passion for self-development and improvement for the glory of God.

Education

High School

Education Concentration

Not Specified

Languages

English (fluent)

Trade Skills

Pastoral/Evangelism

Host « Private »
Host Contact « Private »

Travel Documentation

Travel

Destination City Northern Kentucky Destination Airport Cincinnati/Northern Kentucky International Airport

Medical

Required Inoculations (not set) HIV Clearance Required? Yes
Medical Recommendations (not set)

Visa

Visa Required? Yes Visa Type (not set)
Visa Application By Volunteer / Sponsor
Work Permit Required? Yes
Work Permit Application By Volunteer / Sponsor
Police Clearance Required? No
Child Protection Required? Yes
Send Documentation To pastor.t.buford@gmail.com
Documentation Deadline Nov 10, 2024
Visa Travel Details (not set)

Interview		Orientation	
Phone Interview Required?	Yes	Orientation on Site?	No
Signed Agreement Required?	Yes	Orientation Stipend?	No

Travel Advisory

United States

1 Exercise normal precautions